



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
1

1. Application Date 5-2-75	INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-DA-14		Date Received MAY - 9 1975	Application No. 75-116 - MAY 19 1975 75-121
3. Agency, Division & Administering Office Address Department of Human Resources Division of Administration Personnel Services Unit 47 Trinity Avenue Atlanta, Ga. 30334		4. Person in Contact Martha Meyers	6. Tel. No.
		5. Working Title Director	

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series	9. Exact Series Title (Agency-wide Common Standard) See attached sheet
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10. What is the function of the office in which this record series is created?

The Division of Administration is responsible for providing administrative support for the Department. This includes general accounting services, development of management systems, budget development and management, personnel administration, and data processing coordination.

Personnel Services Unit has the responsibility to provide comprehensive personnel administration, payroll, and travel audit and reimbursement services to the various organizational units of the Department of Human Resources. This shall include the provision of necessary technical and professional services in the areas of organizational development; position classification and compensation; wage and salary administration; employee recruitment, placement and selection; employee grievance and appeals resolution; career development and counseling; personnel transactions and records maintenance; payroll administration and reporting; and travel and related expense auditing, reimbursement, and records maintenance.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

See Attached Sheet

ATTACH SAMPLES OF THE FILE

EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
				In Office		In Storage Areas	
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)				
Varies for each personnel office in DHR			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

	YES	NO
13. Is this the Record Copy of the series?	<input type="checkbox"/>	<input type="checkbox"/>
14. Is there a duplication of this series in another office or agency?	<input type="checkbox"/>	<input type="checkbox"/>
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	<input type="checkbox"/>	<input type="checkbox"/>
16. Does the series contain classified information requiring security handling?	<input type="checkbox"/>	<input type="checkbox"/>
17. Does the series initiate, amend or terminate agency policies and procedures?	<input type="checkbox"/>	<input type="checkbox"/>
18. Could the function be performed if the files were lost or destroyed?	<input type="checkbox"/>	<input type="checkbox"/>
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	<input type="checkbox"/>	<input type="checkbox"/>
20. Does the record series provide data as input to an EDP file?	<input type="checkbox"/>	<input type="checkbox"/>
21. Does the record series contain documentation produced as EDP printout?	<input type="checkbox"/>	<input type="checkbox"/>
22. Has the Federal Government issued instructions governing the retention/disposition of these files?	<input type="checkbox"/>	<input type="checkbox"/>
23. Will there be a need for these records 10, 15 years from now? If yes, what?	<input type="checkbox"/>	<input type="checkbox"/>
24. REQUIREMENTS. The following requires the files to be kept _____ years:		
a. <input type="checkbox"/> STATE LAW	b. <input type="checkbox"/> STATUTE OF LIMITATION	c. <input type="checkbox"/> AUDIT PERIOD
d. <input type="checkbox"/> FEDERAL LAW	e. <input type="checkbox"/> ADMINISTRATIVE DECISION	f. <input type="checkbox"/> HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)		

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

☐ Hold in the current files area \_\_\_\_\_ month(s)/\_\_\_\_\_ year(s):

☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):

☐ Destroy.

☐ Transfer to State Archives for permanent retention.

☐ Destroy immediately after cut-off.

☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>William J. Jones</i>	5-9-75		
Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Patricia Taylor</i>	5-2-75
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. J. Jones</i>	5-15-75
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Charles J. Hart</i>	May 14, 1975
	Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>W. J. Jones</i>	5-15-75

STATE RECORDS  
COMMITTEE

PERSONNEL SERVICES UNIT

Appl  
No.

Description

Disposition

1. Position Number Files

75-116

Documents relating to maintaining a continuing listing of job position numbers.

Destroy when obsolete or superceded.

Included are listings containing job position number, job title and data relating to positions. Listings exist in various forms such as logbooks, registers, card files, etc.

Files are arranged numerically by position number.

2. Job Description Files

75-117

Documents relating to maintaining job descriptions of allocated positions.

Destroy when job description is superceded or position is abolished.

Included are job description forms identifying job title, position number, duties and responsibilities, and other data relating to the position.

Files may be arranged alphabetically by job title or numerically by position number.

75-118

Organizational Job Description Files

Documents relating to maintaining a record of positions in each organizational unit.

Destroy when obsolete or superceded.

Included may be organizational chart, functional statement, job description and related documents.

Files are arranged alphabetically by major organizational unit; thereunder by subordinate unit.

4. Job Standards Development Files

75-119

Documents relating to developing classification or qualification standards for job positions.

Destroy upon completion of job standard or when project is discontinued.

Included are drafts of job specifications, correspondence to job development and related documents.

Files are arranged alphabetically by job title.

5. Merit System Certificate of Eligibles Reference File

Documents relating to maintaining a reference listing of persons eligible for employment.

Included are copies of Merit System Certificate of Eligibles (MS 41-31)

Files are arranged chronologically by date.

Destroy upon receipt of new listing.

6. Consultant Data Files

Documents relating to maintaining data on private individuals or companies hired as consultants by the Department.

Included are documents reflecting the names, designations, rates of compensation, duties and number of days of service by consultants, copies of personnel actions, description of services to be performed and other related documents.

Files are arranged alphabetically by consultant's name.

Upon termination of employment remove from active file and place in inactive file; cut-off inactive file at the end of each calendar year; hold in current files area for 3 years; then destroy.

75-120

75-121

1. Application Date	<u>INSTRUCTIONS</u> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. 75-116
3. State or Division, Subdivision & Administering Office Address		4. Person to contact	
Department of Human Resources Division of Administration Personnel Services Unit 47 Trinity Avenue Atlanta, Ga. 30334		Martha Meyers	
		5. Working Title	6. Tel. No.
		Director	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ ~~DISPOSE OF PRESENT ACCUMULATION;~~  
~~NO FURTHER ACCUMULATION ANTICIPATED.~~

8. Earliest & Latest Dates of Series	9. Exact Series Title  See attached sheet
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10. What is the function of the office in which this record series is created?

The Division of Administration is responsible for providing administrative support for the Department. This includes general accounting services, development of management systems, budget development and management, personnel administration, and data processing coordination.

Personnel Services Unit has the responsibility to provide comprehensive personnel administration, payroll, and travel audit and reimbursement services to the various organizational units of the Department of Human Resources. This shall include the provision of necessary technical and professional services in the areas of organizational development; position classification and compensation; wage and salary administration; employee recruitment, placement and selection; employee grievance and appeals resolution; career development and counseling; personnel transactions and records maintenance; payroll administration and reporting; and travel and related expense auditing, reimbursement, and records maintenance.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

See Attached Sheet

DRAFT

ATTACH SAMPLES OF THE FILE

12.	EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
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	Legal-size File Drawers							
				Floor Space Occupied (Square Feet)	In Office(s)		In Storage Areas(s)	
	Varies for each personnel office in DHR		DHR	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☐ ☐
14. Is there a duplication of this series in another office or agency? ☐ ☐
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. ☐ ☐
16. Does the series contain classified information requiring security handling? ☐ ☐
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ ☐
18. Could the function be performed if the files were lost or destroyed? ☐ ☐
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☐
20. Does the record series provide data as input to an EDP file? ☐ ☐
21. Does the record series contain documentation produced as EDP printout? ☐ ☐
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ ☐
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☐

24. REQUIREMENTS. The following requires the files to be kept \_\_\_\_\_ years:

- a. ☐ STATE LAW    b. ☐ STATUTE OF LIMITATION    c. ☐ AUDIT PERIOD    d. ☐ FEDERAL LAW    e. ☐ ADMINISTRATIVE DECISION    f. ☐ HISTORICAL VALUE  
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER \_\_\_\_\_, then:

- ☐ Hold in the current files area \_\_\_\_\_ month(s)/ \_\_\_\_\_ year(s):
- ☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold \_\_\_\_\_ year(s):
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Destroy immediately after cut-off.
- ☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Secretary of State/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		
	Attorney General/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved		

STATE RECORDS  
COMMITTEE

PERSONNEL SERVICES UNIT

<u>Appl No.</u>	<u>Description</u>	<u>Disposition</u>
1.	<p><u>Position Number Files</u> Documents relating to maintaining a continuing listing of job position numbers.</p> <p>Included are listings containing job position number, job title and data relating to positions. Listings exist in various forms such as logbooks, registers, card files, etc.</p> <p>Files are arranged numerically by position number.</p>	Destroy when obsolete or superceded.
2.	<p><u>Job Description Files</u> Documents relating to maintaining job descriptions of allocated positions.</p> <p>Included are job description forms identifying job title, position number, duties and responsibilities, and other data relating to the position.</p> <p>Files may be arranged alphabetically by job title or numerically by position number.</p>	Destroy when job description is superceded or position is abolished.
3.	<p><u>Organizational Job Description Files</u> Documents relating to maintaining a record of positions in each organizational unit.</p> <p>Included may be organizational chart, functional statement, job description and related documents.</p> <p>Files are arranged alphabetically by major organizational unit; thereunder by subordinate unit.</p>	Destroy when obsolete or superceded.
4.	<p><u>Job Standards Development Files</u> Documents relating to developing classification or qualification standards for job positions.</p> <p>Included are drafts of job specifications, correspondence to job development and related documents.</p>	Destroy upon completion of job standard or when project is discontinued.

Files are arranged alphabetically by job title.

5. Merit System Certificate of Eligibles Reference File

Documents relating to maintaining a reference listing of persons eligible for employment.

Included are copies of Merit System Certificate of Eligibles (MS 41-31)

Files are arranged chronologically by date.

Destroy upon receipt of new listing.

6. Consultant Data Files

Documents relating to maintaining data on private individuals or companies hired as consultants by the Department.

Included are documents reflecting the names, designations, rates of compensation, duties and number of days of service by consultants, copies of personnel actions, description of services to be performed and other related documents.

Files are arranged alphabetically by consultant's name.

Upon termination of employment remove from active file and place in inactive file; cut-off inactive file at the end of each calendar year; hold in current files area for 3 years; then destroy.

7. Appeal and Grievance Case Files

Documents relating to maintaining records of employee grievances and appeals.

Included are employee grievance record; record of decision delivered, including records of grievance committee; review decisions; and other related documents.

Files are arranged alphabetically by employee's name.

When case is finalized remove from active file and place in inactive file; cut off inactive file at the end of each calendar year; hold in current files area 1 year; then retire to State Archives. Please Note: Case file will be sealed in envelope and marked confidential.